4.10. Non-stock items

There are occasions when you need to order an item that you wish to add to your stock list, but which you currently do not wish to keep in stock. mSupply® treats such an item as a **Non-stock item**. Although you do not hold any stock of a non-stock item, it is quite likely that you may place regular orders for it.

Note that **Ad hoc items** are different in that:

- they do not display in your list of items
- it is likely that an ad hoc item will be ordered once and once only

The procedure for dealing with non-stock items is:

Step 1

The example used here to demonstrate this is for non-stock item Penicillamine 250mg tablets.

From the **Item** menu, select **New item**, and enter the particulars as you normally do, only this time check the **Non-stock item** box. In the box immediately below, select the customer from the list of customers held in mSupply®.

👥 Add item	
Туре	normal
Item code	pcmine
Item name	Penicillamine 250mg tablets
Units	each 🗨
Price list	ATC Category
Shelf location	SPA DDD value 1
Preferred pack size	100 DDD factor 1
Category	None Veight 1
Normal stock	Non stock item 🔽
Critical stock	Default customer Dispensary
Essential drug	
	Cancel OK OK & Next
	 To place an order for a non-stock item, a customer must be identified, and this customer becomes the default customer for the item. Should you need to order the same item for a different



at the time the Purchase Order is being created.

Step 2

Create the Purchase Order which will include the non-stock item. (from the navigator - *Suppliers/+Purchase Order/+new line*)

		E	Edit order line				
	G	eneral Usage	Quotes Rec	eipt history Le	edger		
ltem				Locatio	n		
Griseofulvin 250mg tab/ca	ар		5	Vol	ume per pack	0 m3	5
Store: General	\$		gri250t		Shelf location	None	2
Original order			Pric	ing for this item			
Number of Pack size packs		Jnits Supplier ite ,kg,ml) code		e before disco scount (9		Extension	2
50 100	0 5000 e	a to711g		42.0000	0 42.0000	2,100.00	
Stock On hand 15,00	00 On backord	ier O	On order	0	Received on previo	ous deliveries	5,00
Adjusted order							
Number of pac	ks 50	Pack size is sa	me as for origin	al order	Total Quantity	5000	
Comment (will print on pu	ırchase order)						
Notes					Show notes	on Goods Received	
				Can	cel OK	OK & 1	Next

Step 3

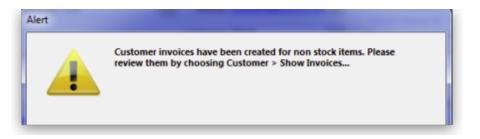
On receiving the order, proceed as usual to the **New Goods receipt** form.

In our example, we have ordered 2 items from IDA, one of which is our non-stock item, Penicillamine 250mg tablets, and it appears in blue.

The Goods Received must be finalised in order to create the Supplier invoice:

heir ref omment goods rece		Conf Per Categ Defau	irm dat	one		Go	ods receive l hase Order Entered b	r: 1,823 s: nw ID: 909	
L Lo	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension	*
1 SPA Penicillam	ine 250mg tablets	1	100	GZ202-6	31/08/01	0.00	0.00	0.00	
🗘 🗷 🐔 I	Other charges Item(s): Amount: 0.00				0 % tax:)	

Uncheck the Hold box (bottom left corner) then click on OK, and this Alert message is displayed:



advising you that 'Customer invoices have been created for non stock items......': From the main menu, choosing **Customer > Show invoices** allows us to select and process the invoice which has been created automatically for the non stock item for our customer, the Dispensary.

MH01 I3 Goods receive	Period Category Backo ails Quan	rders H Pack Size	िं listory Batch	Exp date 31/08/14	En Goods re Ent Sell Price		30/06/11 909 cn	0.00	*
ary by Batch Transport deta Item Name	Backo	rders H Pack Size	listory Batch	Exp date	Goods re Ent	ceive ID : Status : tered by : Store :	909 cn Sussol General		*
Item Name	Backo ails Quan	rders H Pack Size	listory Batch		Ent Sell Price	Status : tered by : Store :	cn Sussol General	0.00	*
Item Name	Backo ails Quan	rders H Pack Size	listory Batch		Sell Price	tered by : Store :	Sussol General	0.00	*
Item Name	Backo ails Quan	rders H Pack Size	listory Batch		Sell Price	Store :	General	0.00	*
Item Name	Quan							0.00	*
	-					Pri	ce exten	0.00	*
250mg tablets	1	100	GZ202-6	31/08/14	0.00			0.00	
									÷
Other charges Item:						Amount:		0	.00
								0	.00
						0 % tax:		0	.00
						Total:		0	.00
	Other charges Item:	Other charges Item:				5	Subtotal: 0 % tax:	Subtotal: 0 % tax: Total:	Subtotal: 0 0 % tax: 0 Total: 0

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